

UNIVERSITY OF LOUISIANA AT LAFAYETTE

Lafayette, Louisiana

BID NO. – FILE 13035

PROPOSAL FOR FURNISHING

Letterman Jackets

Proposals will be received up to **2:00PM on July 24, 2013** by the Purchasing Office, University of Louisiana at Lafayette, Lafayette, Louisiana. Proposals will not be received after this specified hour and date. At this time, the proposals will be publicly opened and read in the Purchasing Office, Room 123, Martin Hall, 104 University Circle, on the University Campus, Lafayette, Louisiana.

This is a *Competitive Sealed Bid*. Complete details governing the policies and procedures to be followed in responding to the request are contained in the attachment.

Bid must be received by the due date and time in the Purchasing Office at the University of Louisiana at Lafayette, 104 University Circle, Martin Hall, Room 123, Lafayette, LA, 70503. Bid is to be in a **SEALED ENVELOPE with the BID NUMBER and DUE DATE ON THE OUTSIDE OF THE ENVELOPE.**

All inquiries regarding this request shall be directed to:

Purchasing Office
(337) 482-6243

TO: University of Louisiana at Lafayette
Purchasing Office, Martin Hall Room 123
104 University Circle
P O Box 40197
Lafayette LA 70504 0197

To Whom It May Concern:

Attached is the completed proposal of the firm listed below. The undersigned certifies that he/she (or they) has/have carefully examined *the Instructions to Bidders, the General Conditions, and the Specifications* hereto attached and made part herein, and agrees to comply with the instructions, conditions, and specifications, as covered by the attached papers. On the basis of the specifications, the undersigned proposes to furnish any or all items listed in the schedule of items hereto attached, upon which prices are requested, and at the price stated for each item.

Firm Name

Signature (By signing this bid, bidder certifies compliance with L.R.S.39:1594, Act 121 of 1997, see No. 9 on Instructions to Bidder's sheet.)

Address

Name (Printed)

City, State, Zip Code

Title

Telephone No. including area code

Date

Fax No. including area code

INSTRUCTIONS TO BIDDERS AND GENERAL CONDITIONS

1. **SUBMITTAL OF PROPOSALS:** The bidder must submit his/her proposal on the form herein provided. The proposal must be signed, with the blank space(s), filled in for each and every item. The bidder must state the UNIT price for which he/she proposes to furnish each item and shall show the total amount for each item based on the quantities shown.

Each change or correction must be clearly marked and initialed by bidder. Failure to comply with these requirements may cause your bid to be disqualified.

The proposal shall be submitted in a sealed envelope with the File No. and Due Date on the outside of the envelope. In the event bid contains bulky subject material, the File No. and Due Date shall be on the outside of the envelope/package. This envelope shall then be sealed and delivered to the Purchasing Office, University of Louisiana at Lafayette, Lafayette, Louisiana, before the time set for receiving proposals as entered on the front sheet hereof. Any envelope, any sample or package, etc. should refer to the File No. and Due Date.

Proposal received after the time set will be returned to the bidder unopened.

Proposal may be rejected for additions, conditions, or alternate bids, not called for, for incomplete bids, or for failure to comply with requirements set forth.

No bids may be withdrawn after opening date and hour shown on cover sheet and quoted prices shall be firm for a minimum of thirty (30) days unless otherwise specified by the University or the bidder.

2. **SPECIFICATIONS:** Wherever standard Louisiana specifications are specified in any quotation, all bidders must comply with these specifications. Specifications other than standard specifications are to be considered as setting a standard of quality suitable to permit competition and to coincide as far as possible with commercial standards of goods generally sold on the market.

Bidder must specify the brand and model number of the product offered in his/her bid. Bids not specifying brand and model number shall be considered as offering the exact product specified.

Bidder proposing an equivalent brand or model should submit with the bid information (such as illustrations, descriptive literature, technical data) sufficient for the University to evaluate quality, suitability, and compliance with the specifications of the bid. Failure to submit such information may cause bid to be rejected.

3. **TAXES:** The University of Louisiana at Lafayette is exempt from Louisiana State Sales and Use Tax by Act 1029, 1991; and from Lafayette City and Parish Sales Tax by Exemption Number 281-0390-00447.

4. **BID OPENING:** Bidders may attend the bid opening, but no information or opinions concerning the ultimate contract award will be given at the bid opening or during the evaluation process. Bids may be examined seventy-two (72) hours after request is made. Information pertaining to completed files may be secured by visit the University Purchasing Office during normal working hours.

A complete record of all bids is kept on file in this office subject to the inspection of any citizen. Every courtesy will be afforded any citizen who is interested in investigating, for any purpose, the record(s) of University of Louisiana at Lafayette purchases.

5. **AWARD OF CONTRACT:** The award of all contracts will be made in conformity with the requirements of the State Statute (Chapter 17, Title 39, R.S. 1551). The contract shall be awarded with reasonable promptness by written notice to the lowest responsive and responsible bidder whose bid meets the requirements and criteria set forth in the proposals.

The University of Louisiana at Lafayette reserves the right to reject any and all bids.

The University assumes the right to increase, reduce, or completely eliminate entire item or items from the quotation after an analysis of the bids. The University also reserves the right to award this proposal on an individual item basis, a combination of items basis, or as a total package to one (1) vendor, whichever is in the best interest of the University.

6. **TERMS:** Unless otherwise specified by the University in the proposal, bid prices must be complete, including transportation, prepaid by bidder to destination. Bids other than FOB destination may be rejected.

Notwithstanding bid response, terms of payment shall be at least "Net 30 Days". Discounts offered for payment in less than thirty (30) days WILL NOT be considered in making an award. On open-ended requirement contracts, discounts will be accepted, but WILL NOT be considered in making an award. Bids containing "payment in advance" or "COD" requirements may be rejected.

7. **EQUAL EMPLOYMENT:** The University is an equal opportunity employer and looks to its contractors, subcontractors, vendors and suppliers to make affirmative action to effect this commitment in its operations.

8. **CANCELLATION OF CONTRACT:** The University has the right to cancel any contract, in accordance with Purchasing Rules and Regulations, for cause, including but not limited to the following: (1) Failure to deliver within the time specified in the contract; (2) Failure of the product or service to meet specifications, conform to sample quality or to be delivered in good condition; (3) Misrepresentation by the Contractor; (4) Fraud, collusion, conspiracy or other unlawful means of obtaining any contract with the state; (5) Conflict of contract provisions with constitutional or statutory provisions of state or federal law; (6) Any other breach of contract.

9. **SIGNATURE AUTHORITY:** In accordance with L.R.S.39:1594 (Act 121 of 1997), the person signing the bid must be:

- A. A current corporate officer, partnership member or other individual specifically authorized to submit a bid as reflected in the appropriate records on file with the Secretary of State; or
- B. An individual authorized to bind the vendor as reflected by an accompanying corporate resolution, certificate or affidavit. By signing the bid, the bidder certifies compliance with the above.

IMPORTANT: *Please read carefully before submitting bid...*

This proposal is for equipment or supplies for the 2013 Athletic Season. Deliveries, billing, and invoicing may have to be made AS NEEDED BEGINNING AT AWARD OF CONTRACT THROUGH JUNE 30, 2014...

Based upon mutual agreement between the University and the successful bidder, this contract may be extended for **FOUR (4)** additional twelve (12) month periods at the same prices and terms. Both parties must agree to any extension, and a decision will be made at each twelve (12) month interval.

The continuation of this contract is contingent upon the appropriation of funds to fulfill the requirements of the contract by the Legislature. If the Legislature fails to appropriate sufficient monies to provide for the continuation of the contract or if such appropriation is reduced by the veto of the Governor or by any means provided in the Appropriations Act to prevent the total appropriations for the year from exceeding revenues for that year or for any lawful purpose and the effect of such reduction is to provide insufficient monies for the continuation of the contract, the contract shall terminate on the date of the beginning of the first fiscal year for which funds are not appropriated.

All bidders should be aware that our Legislative process is such that it is often impossible to give prior notice of the non-appropriation of funds.

Bidder must submit his/her proposal **ON THE FORM HEREIN PROVIDED.**

Bidder must state BASE UNIT price for which he/she proposes to furnish each item and show total amount for each item based on the quantities shown. Bidder **MUST QUOTE** prices plus include any pertinent information regarding quantity discounts, special orders, or oversized items. Correct sizes will be given with order.

The University assumes the right to increase or reduce items from the quotation after an analysis of the bids.

Vendor agrees to accept any and all collect phone calls and guarantees to exchange item(s) that do not fit or that may be defective within twelve (12) hours notice.

Failure to comply with any of above may be cause for rejection of bid.

Vendor shall be required to measure athletes at the UL Lafayette Athletic Complex, UL Lafayette Campus, Lafayette, LA at time specified by the Equipment Manager. **FIT TO BE GUARANTEED.**

For further information on EXISTING jackets, prospective bidder is to contact Mr. Lynn Williams, 337-482-6326.

ITEM NO.	QTY/UNIT	DESCRIPTION	UNIT PRICE	AMOUNT
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1.	Approx. 130	Letterman Jacket, 28 virgin wool with vinyl sleeves, <u>Color</u> Jacket – Scarlet Red w/Scarlet Snaps, Sleeves – Black, Collar – Sleeve trim and waist to have pattern red/black/red/black/red and to have eight inch (8") 2-Letter interlocking "UL" monogram sewn on left chest with "LAFAYETTE" below logo of "UL". "UL" logo to be scarlet chenille with white/black outline in felt. "LAFAYETTE" to be <u>embroidered</u> below logo in black.		
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TO MATCH EXISTING JACKETS.

Sizes: Small – 5X-Large.

(MUST MATCH EXISTING JACKET)

MFG _____

NO. _____

_____ Base Price

ADDITIONAL CHARGES AS FOLLOWS:

NOTE: Price to be listed in space to be amount added to the base price listed above.

Extra Sleeve Lengths: Amount listed to be added to price listed above.

1A.	2" extra	\$ _____
1B.	3" extra	\$ _____
1C.	4" extra	\$ _____
1D.	5" extra	\$ _____

Larger Sizes: Amount listed to be added to price listed above

1E.	Size 48	\$ _____
1F.	Size 50	\$ _____
1G.	Size 52	\$ _____
1H.	Size 54	\$ _____
1I.	Size 56	\$ _____
1J.	Size 58	\$ _____
1K.	Size 60	\$ _____

Please note any exceptions on bid.

VENDOR BIDDING ITEM OTHER THAN AS SPECIFIED IS TO SUBMIT WITH BID DESCRIPTIVE AND ILLUSTRATIVE LITERATURE FOR CONSIDERATION OF AWARD.

FAILURE TO DO SO MAY BE CAUSE FOR REJECTION OF BID.

DELIVERY WITHIN _____ DAYS AFTER RECEIPT OF ORDER.
May be criteria used in award of bid.

TERMS _____

FOB: University of Louisiana at Lafayette, Lafayette, LA

BIDDER ACKNOWLEDGES RECEIPT OF THE FOLLOWING ADDENDA:

ADDENDUM NO. _____ DATED _____

ADDENDUM NO. _____ DATED _____

FIRM NAME _____

SIGNED BY (signature) _____

SIGNED BY (printed) _____

TITLE _____

ADDRESS _____

TELEPHONE NO. _____

FAX NO. _____

DATE _____